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16 FEB 1970

OFFICE OF RESEARCH AND DEVELOPMENT

GENERAL NOTICE NO. 38

MEMORANDUM FOR ALL DIVISIONS

SUBJECT: Commercial Air Travel To & From the Florida Area

1. The hi-jacking of commercial aircraft continues to be recognized as a security problem, especially for those Office of Research and Development employees who have official business in the Florida area. It is incumbent upon all personnel of the Office of Research and Development to take special security precautions in connection with travel involving the southeastern United States. Strict measures must be taken to minimize the possibility of our personnel being on board hi-jacked aircraft and, if they are on board such aircraft, to insure that they are equipped with all possible knowledge and guidance to protect their own and Agency interests, in case of interrogation. Headquarters Notice 10-69, dated 2 July 1969, which sets forth general policy and information pertaining to air travel, is still in effect. All employees should be knowledgeable of the contents of the Notice.

2. The guidelines concerning the travel of ORD employees are as follows:

a. Official travel to Florida will be via surface transportation, or by Agency or military aircraft only. However, travel on official business by commercial airlines may be approved in cases where time is of the essence and prior specific approval has been granted by the Director of Research and Development.

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b. Personnel planning vacation or pleasure trips to Florida via commercial air should complete an "Outside Activity Request" and submit it to the Office of Security through the ORD Security Officer at least five days prior to the date of departure.

c. ORD personnel who have been granted approval for use of airlines to or from the Florida area will report to the ORD Security Officer for a cover, security, and risk-of-capture briefing prior to departure on travel.

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Robert M. Chapman  
Director of Research and Development